

Buddy Check List

New Employee Name _____

Work Area _____ Start Date _____

When your new co-worker arrives, inform him/her of your role. The buddy is not a substitute for the supervisor. Any work-related problems (other than general work procedures) should go through the supervisor. Answer the new employee's questions regarding the environment and basic procedures in a positive way. Try to provide as much information as you can to help the new employee feel comfortable in the new environment and let him or her know that you are available to answer questions as needed.

On the new employee's first day in the assigned work area, help acquaint the employee to his or her new environment by providing a tour of the following areas (as applicable for your department/work area):

Work Related Locations

- ☐ Other areas where work goes to and from
- ☐ Copier(s), printer(s), and fax(es)
- ☐ Other units you work with
- ☐ Mail room or deliver/pick-up procedures
- ☐ Location of job postings
- ☐ Recycling receptacles

Other Locations

- ☐ Break room(s)/canteen
- ☐ Cafeteria or other places the employee can eat
- ☐ Restrooms
- ☐ Pay phones
- ☐ Information areas (HR materials, union, etc.)
- ☐ Lobby/security area
- ☐ Fire exits, fire safety equipment/alarms
- ☐ Supply area(s)
- ☐ Library
- ☐ Conference rooms
- ☐ ATM Machines

Also introduce the new employee to the following persons, as appropriate:

- ☐ Everyone in the employee's work area
- ☐ Lead workers and/or supervisors of other units you work with
- ☐ Secretaries
- ☐ Building Manager